FISCAL YEAR 2008 APPLICATION PACKAGE CHECKLIST

☐ **1. Application Cover Sheet**: Complete Standard Form 424 (SF-424).

☐ **2. Project Summary Sheet:** (2 page maximum; template available))
   a. Project Title
   b. Project Director name and contact information (including e-mail)
   c. Names and affiliations of project collaborators
   d. Project Purpose
   e. Project Deliverables/Products
   f. Project Scope/Area
   g. Project Start and End Dates (Projects should plan to begin no earlier than September 1, 2008 and no later than September 30, 2008)
   h. CIG State Component Category (Natural Resource or Technology)
   i. EQIP Eligibility Declaration
   j. Brief summary of project

☐ **3. Project Description:** (10 pages maximum, double spaced, 12 point font)
   a. Project background;
   b. Project objectives;
   c. Project methods;
   d. Location and size of project area (include a map if possible);
   e. Producer participation;
   f. Project action plan and timeline;
   g. Benefits or results expected and transferability;
   h. Project evaluation;
   i. Environmental impacts; and
   j. Project management

☐ **4. Budget Information: Submit a completed SF-424A, a DETAILED budget narrative, and DOCUMENTATION showing matching funds available.**

☐ **5. Declaration of EQIP Eligibility**: Include a statement indicating that all producers receiving direct or indirect payments will be eligible for EQIP participation.

☐ **6. Certifications:** Complete Standard Form 424b (SF-424b).

☐ **7**. **DUNS Number**: For information about how to obtain a DUNS number go to http://www.grants.gov/RequestaDUNS or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.

☐ **8. Required CCR Registration:** Visit www.ccr.gov to register.